

Berkshire County Retirement System

Position Title: Retirement Coordinator

Statement of Duties: Under the general supervision of the Executive Director, the Retirement Coordinator serves all members of the Berkshire County Retirement System and is responsible for providing retirement benefits as defined by MGL Chapter 32.

Reports to: The Executive Director

Responsibilities/Duties: Responsible for account maintenance for active members including new member enrollments, buybacks and transfers. Performs a variety of financial reporting and related accounting functions to ensure compliance and conformance with established policies procedures of the Board and MGL Chapter 32.

Communication/ Analysis:

- Communication with members and/or member units to assist in processing or resolving problems
- Communicating with members and town treasurers in response to inquiries arising from the issuance of member statements, enrollment of new or reinstated members and beneficiary issues
- Performs audits of town, district and authority payroll reports to verify compliance with MGL Chapter 32
- Prepare and present retirement seminars, orientations and other membership activities
- Develops, maintains and updates the Berkshire County Retirement web page

Account Maintenance:

- Establishes new records and maintains new member accounts
- Makes data changes and corrections for active and retired member accounts
- Enrolls new members in the database
- Confirmation of deduction rates and membership qualifications
- Manual entry of monthly member deductions
- Reconciles errors in member accounts by processing the return of funds received in error and the collection of funds omitted in error
- Maintenance of member beneficiary records
- Maintenance of Excel forms and spreadsheets
- Performs account research
- Prepares quarterly reconciliation of supplementary schedule to financial statements
- Prepares members' Annual Statements
- Prepares deposits and posts cash receipts

Member services:

- Preparation and recording of retiree affidavit forms
- Explains retirement benefits and options
- Provides retirement calculation estimates to members upon request

Qualifications:

A Bachelor's degree in Business Administration or IT is preferred or 3-5 years of equivalent experience. The candidate should have a strong finance, math and software/IT background.

Ability to communicate effectively and professionally with the public; well-developed written communications skills; the ability to communicate complex information concisely and effectively in person or via telephone.

- Strong mathematical, organizational and problem solving skills with strong attention to detail
- Ability to understand and interpret retirement laws and regulations
- Ability to follow instructions and function both independently and as a member of a team
- Ability to keep complex records and to prepare periodic reports from such records
- Ability to establish and maintain effective and congenial working relationships with the membership, employers, other members of the public and retirement staff
- Commitment to quality service at all times
- Proficient in the use of computers, including word processing and spreadsheet software
- Willingness to travel within the state
- Perform any other duties as assigned by the Executive Director

Work Schedule:

Monday through Friday 8:00AM to 4:00PM.

Salary:

\$52,000-\$60,000

To Apply for this Position:

Please provide a letter of interest, resume and references to: Sheila LaBarbera, Executive Director by email to sheila@berkshireretirement.com – job title must be listed in the subject matter of the email.

Applications may also be mailed to: Berkshire County Retirement Board, 29 Dunham Mall, Pittsfield, MA 01201. Position will not be filled before January 22, 2021. Applications will be accepted until Friday, February 1, 2021 or until the position has been filled.

No phone calls please.